

# How to Make a Copy Group Form in Microsoft Forms for Reusing

Microsoft Forms is an online tool that professionals can use to build forms and easily generate responses by sending a mere link. The site allows users to share links and have them accessed and thus receive responses even from outside the organization.

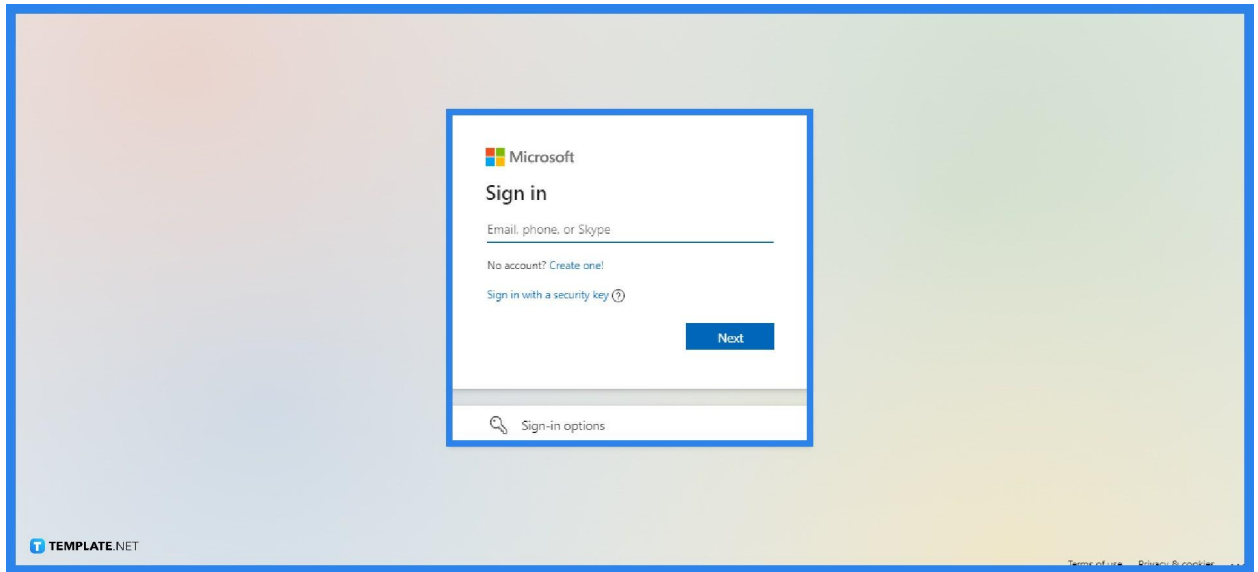


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Microsoft Forms has separate groups in accordance with the role or position you handle. So allowing others to reuse or share your form will save them the time and convenience of starting from scratch and manually copying each question and choice or option.

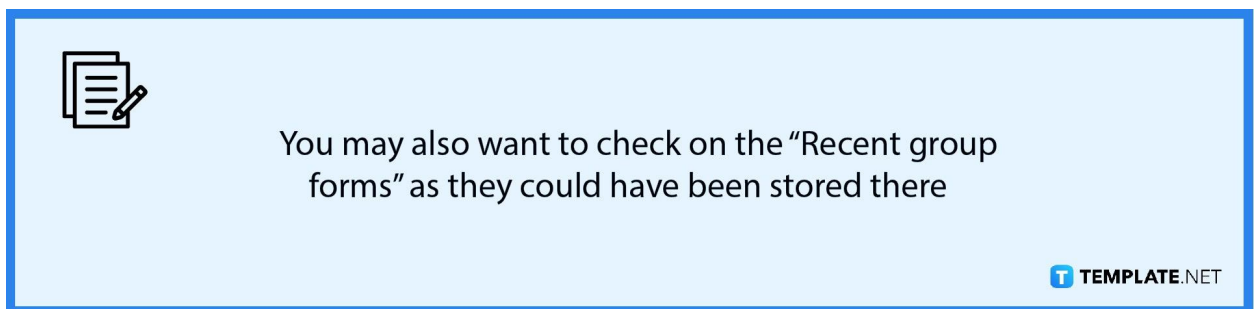
- **Step 1: Access Microsoft Forms**

The first step you will be doing is to go to the site of MS Forms. Proceed to the login screen and enter your work or school credentials to be brought to your Forms portal.



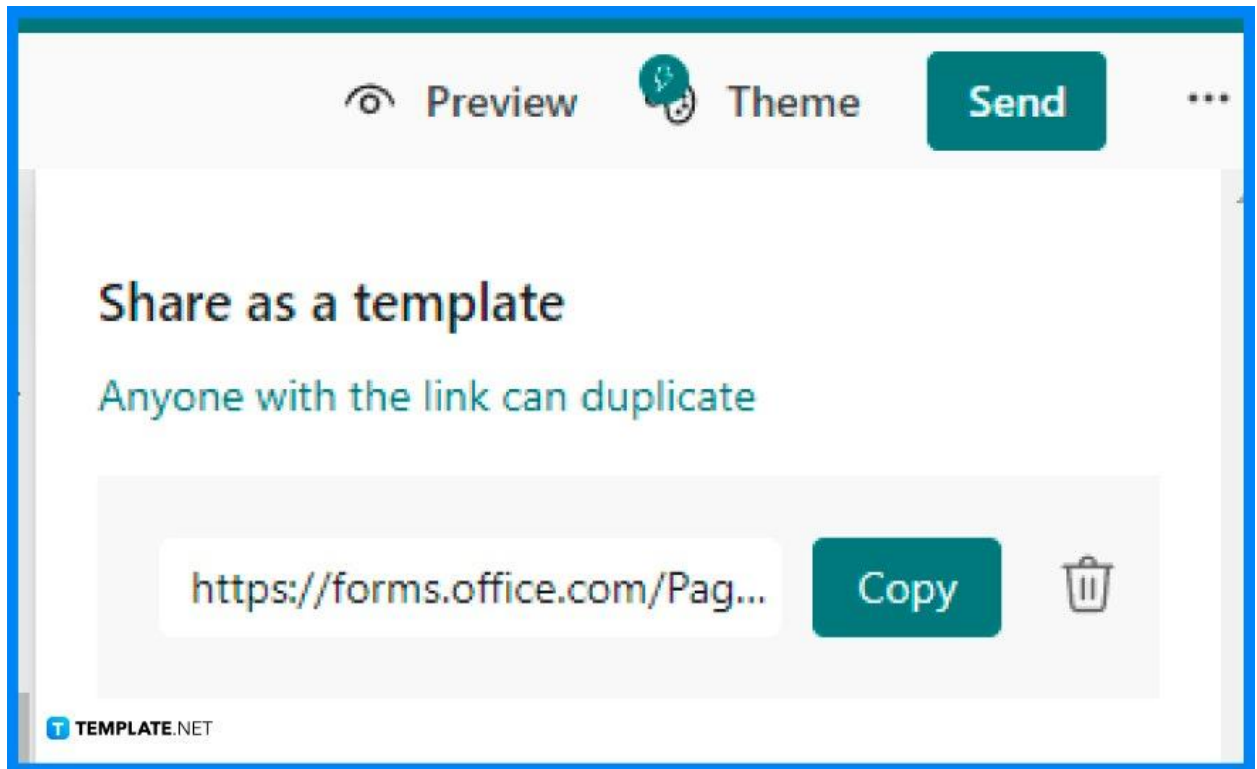
- **Step 2: Select Your Form**

After you are brought to your Forms portal, locate the form you want to share with your group. If you don't see it right away, you may need to open the rest of your forms by clicking on "All My Forms." Once you see the form you intend to use, click on it to open it.



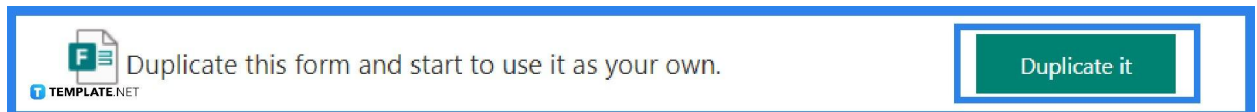
- **Step 3: Open the “Share” Panel**

Check on the contents of the form, if it is the intended form you want to make a copy of and share with your group, then you can proceed to open the “Share” panel found at the top right section of the screen next to “Preview” and “Theme”. Once the panel opens, you can see its various sections. Go to “Share as a template” and generate a link by clicking “Get a link to view and edit.”



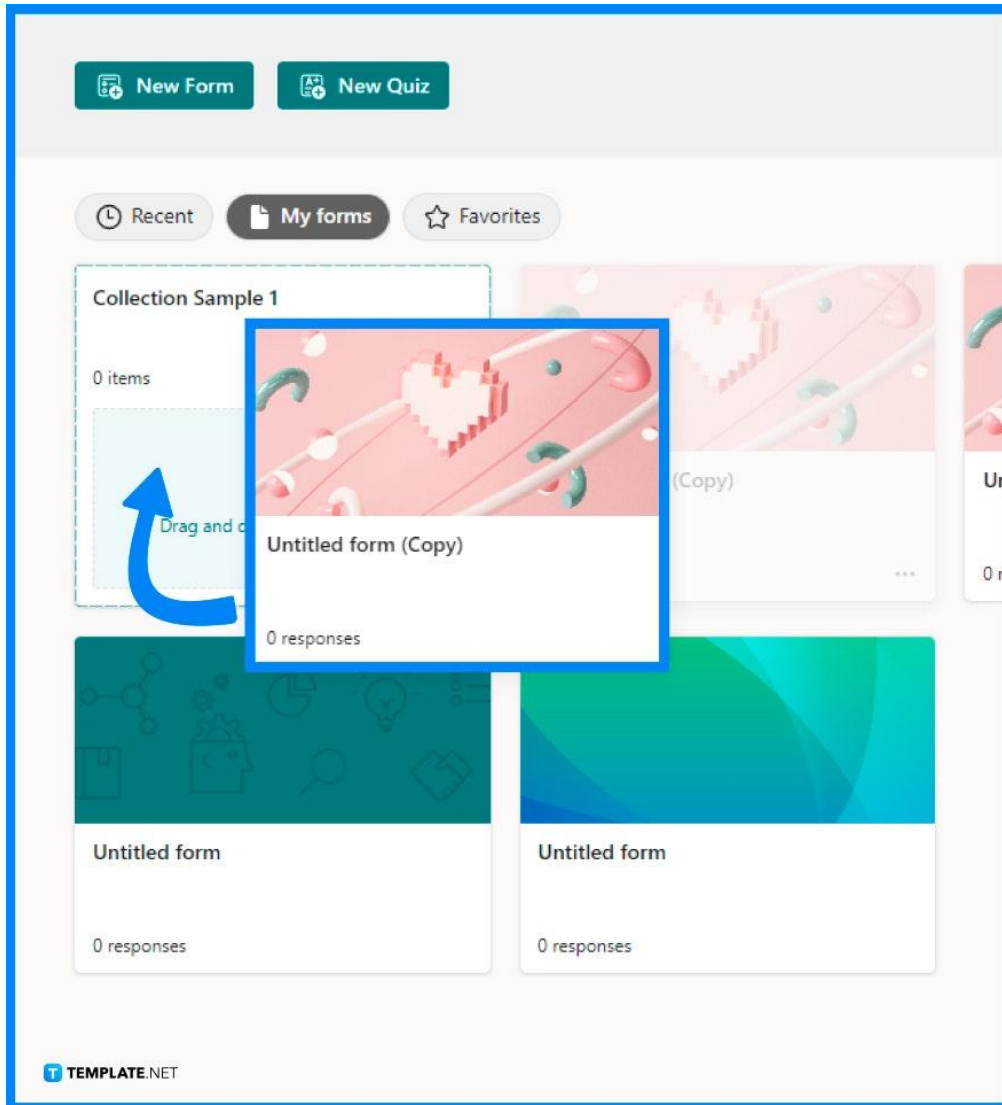
- **Step 4: Paste and Open Link**

To open the duplicated form, paste the link into another tab. Below the URL, you can find a button that allows you to duplicate your form. Clicking on it will load up a separate tab with identical content to the previous form you have copied. The indication of it being the double is the word “copy” along its title.



- **Step 5: Move the Form**

Go back to your Forms portal and locate the copied form. Pick “More options” in the top right corner of the tile for the form you wish to relocate, and then select “Move.” Select “Move” after you have chosen the group to which you wish to move your form. If you are not moving it to another group, skip this step.



Keep in mind that you can only transfer a form if you are its owner as you are not permitted to transfer ownership of a form that has been shared with you.

## **FAQs**

### **Is Microsoft Forms available for desktop?**

Unfortunately, Microsoft Forms does not operate offline since it requires a network or steady wifi connection to the server in order to be utilized in browsers on desktop and mobile devices.

### **Can you use Microsoft Forms without a Microsoft account?**

MS Form owners or authors can change the settings to allow users without a subscribed Microsoft account to access the form and be able to answer the questions.

### **Can you download a Microsoft form?**

To download a completed Microsoft Form, you can go to the “Responses” tab and locate the ‘Export to Excel” button, this will allow you to download a file in Excel filled with the answers from the form.

### **Can I save Microsoft Forms as PDF?**

You may use the OneDrive connection to produce an HTML file containing your MS Forms replies and then convert it to PDF.

### **What replaced Microsoft Forms?**

Microsoft Dynamics 365 Customer Voice has replaced Microsoft Forms Pro.